**ASB SEE is hiring Finance & Administration Coordinator**

**Arbeiter-Samariter-Bund e.V. (ASB), Main Office for South East Europe, Sarajevo, Bosnia and Herzegovina** based on the indicated need, announces a vacancy for the position **of Financial-administrative coordinator**, 1 employee.

If you are a responsible, organized, independent and creative individual, if you share values such as peace, tolerance, equality, solidarity and justice, apply to our open position and take advantage of the opportunity to work in stimulating work environment where you will have the chance to contribute to the progress of the society. Also, if the field of finance and administration is the subject of your professional interest, maybe this is the right opportunity for you.

**About us:**

**WE HELP HERE AND NOW**

Arbeiter-Samariter-Bund Deutschland e.V.  (ASB) – the Workers’ Samaritan Federation – is a German aid and welfare organization, engaged in areas such as civil protection, rescue services and social welfare services. As a non-political and non-denominational organization, ASB has, since its foundation in 1888, represented continuity and reliability. After the breakup of Yugoslavia in 1991 and the beginning of the Yugoslav Wars, the ASB launched one of its longest humanitarian aid missions abroad. The ASB helped refugees, set up outpatient medical facilities and organized aid convoys. The first humanitarian convoys that went to the besieged city of Mostar in Bosnia and Herzegovina in 1992 bore the logo of the ASB. Since then, the ASB has implemented nearly 400 humanitarian and development projects in the South East Europe with a total volume of 190 million EUR. After the war, the ASB assisted with the reconstruction of power grids, bridges, water supplies, schools, kindergartens, etc. Through the reconstruction projects, around 16.000 houses, apartment buildings, public institutions and hospitals in 237 communities in Southeast Europe were repaired or rebuilt. With help of ASB offices in South East Europe, more than 1000 refuge families and internally displaced people from former Yugoslavia had returned to their homes. ASB team members were on the field together with medical workers during the peak of Covid19 pandemic, supporting hospitals and isolation units by donating valuable medical equipment, beds, medicine, masks and other supplies.

Please, find more info on [www.asb.de](http://www.asb.de/)  and [www.asb-see.org](http://www.asb-see.org/)

**Required qualifications:**

* University degree in law or economics;
* Knowledge of financial procedures and regulations in non-governmental sector, financial planning, management of donors budgets and reporting, work in electronic banking as well as in the financial program for which training will be provided;
* Excellent language literacy in B/C/S languages;
* Knowledge of written and spoken English;
* Active knowledge of computer work, especially MS Windows and MS Office, with focus on use of Excel and Word programs, internet use and e-mail communication;
* Possession of driving licence category B - active driver;
* Desirable work experience in administration or financial field;

**Required skills/Abilities:**

* Sharing values of ASB;
* Responsibility for work tasks with the ability to work independently and as a team;
* Strong organizational skills, responsibility, communication, professionalism and reliability;
* Excellent organization of time and cooperation with colleagues;
* Meeting deadlines and willingness to travel in the countries of the region;
* Willingness to work in a dynamic environment;

**Main tasks and responsibilities:**

* Work in electronic banking system;
* Verification, entry and posting of bank statements through the financial program;
* Monitoring and analysis of consumption by projects, both of ASB and partner organization;
* Other administrative and financial tasks by order of supervisor;

**What we offer:**

After probation period of 3 months, we offer contract of one year with possibility of extension – in accordance with work results. Work in a dynamic and motivating environment, opportunities for personal and professional growth and development, and additional education. An opportunity to become familiar with the work of the non-governmental sector in BiH and increase the circle of professional acquaintances.

**Procedure:**

The application should include a motivation letter and CV (in B/C/S or English language) as well as the contacts of two people who are references for previous experience. The application and all accompanying documents must be submitted by **March 31, 2023**. Incomplete applications and applications received after the specified time limit will not be considered.

Send applications by e-mail [asb.bosnia@asb-see.org](mailto:asb.bosnia@asb-see.org) with the indication ‘’Job application’’, or by Post to Arbeiter-Samariter-Bund Deutschland e.V. (ASB), MO SEE Sarajevo, Aleja Bosne Srebrene 35, 71000 Sarajevo, BiH.

For any further information, you can contact us via phone number: 033 468 690.

**Only selected candidates will be informed about the date and time of the interview.**

Expected start date **May 1, 2023.**

ASB is equal opportunity employer. We do not discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

ASB have zero tolerance to Sexual Exploitation, Abuse and Harassment. ASB developed Protection against Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and is in action.